



PREVENTING CONSTRUCTION SITE CRIME

SDPD Crime Prevention

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This paper lists various measures that builders, subcontractors, and property owners can take to prevent and deal with crime on construction sites.

BUILDERS

Personnel

- Make all supervisors and subcontractors aware of the need for crime prevention. Have one person responsible for site security.
- Hire reliable and trustworthy subcontractors. Check their references and make sure they are insured and bonded. Insurance will cover damage caused by their employees. A surety bond will guarantee that the work will be performed as stated in the contract. Builders can require a bond that covers theft or other losses resulting from dishonest acts committed by an employee acting alone or in collusion with other persons. Some bonds require that the employee be prosecuted and convicted of the crime. Others require evidence of employee dishonesty. The conditions for coverage would be negotiated in drafting the bond.
- Also check that subcontractors are licensed to work in the City of San Diego, i.e., that it has a Business Tax Certificate. This can be done on the Master Business Listing page of the City's website at www.sandiego.gov/treasurer/taxesfees/btax/nblactive.shtml. Construction subcontractors should also be licensed by the State of California. The status of a contractor's license can be checked on the Contractors State License Board's website at www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx.
- Require subcontractors to conduct background investigations on each employee that will work in on the site. For this they will need to specify the following: (1) information an employee will have to provide, e.g., personal

history, references, fingerprints, etc., (2) kinds of checks to be made, e.g., employee's name and SSN, criminal history, DMV record, credit record, civil action history, etc., and (3) criteria for passing each check, e.g., no criminal convictions or outstanding warrants, no bankruptcies, no civil judgments, etc. Subcontractors should also be prohibited from substituting a cleared employee with one that is not cleared, or subcontracting any of the services it agreed to provide.

- Hire reliable and trustworthy security guards. A builder can hire its own security personnel or subcontract with a security company for security services. Uniformed security personnel that patrol the site can be effective in deterring thefts, vandalism, and other crimes.
 - A builder that hires its own security personnel must register with and obtain a Proprietary Private Security Employer (PSE) license from the California Bureau of Security and Investigative Services (CBSIS). It can then hire and train persons who have registered with the CBSIS and have valid Proprietary Private Security Officer (PSO) licenses. A person must pass a criminal history check by the California Department of Justice and the FBI to obtain this license. The PSE must obtain authorization from the CBSIS to provide the initial 16-hour and continuing-education PSO training.
 - A builder that subcontracts for private security services would deal with a Private Patrol Operator (PPO), who must register with the CBSIS and obtain a PPO license, for which there are numerous requirements. The PPO would provide Security Guards for the security services. Security Guards must also be licensed by the CBSIS. They will need to pass a criminal history check and complete a 40-hour training course. In addition to checking on licenses the builder should be concerned with possible theft and other crimes by guards who work at the site. He or she should check the PPO's references and make sure it is insured and bonded. Insurance will cover damage caused by its guards. A surety bond will guarantee that the work will be performed as stated in the contract. Builders can require that the bond cover theft or other losses resulting from dishonest acts committed by a guard acting alone or in collusion with other persons.

Plans and Policies

- Establish a company security policy.
- Develop a site security plan.

Vehicle Parking

- Issue parking passes for all vehicles allowed to park on the site.
- Require that the passes be displayed on the dashboard when the vehicle is on the site.
- Have visitors park their vehicles off the site.

ID Badges and Visitor Control

- Require everyone on the site to wear a badge. Issue photo ID badges to workers.
- Post signs to direct visitors to the site office to register. Give visitors a dated badge to be worn on the site. Ask them to return their badges to the site office when they leave the site.
- Have workers offer to assist any strangers or persons without badges on the site, and inform them of the need to register and get a visitors badge from the site office.

Site Security Checks and Reports to the Site Superintendent

- Conduct searches of worker's lockers, subcontractor's vehicles, and other places where stolen items might be hidden.
- Have the subcontractors check that all vehicles and storage sheds, containers, and trailers are locked at the end of the workday.
- Have workers report suspicious persons or activities on and near the site. The report should contain good description of the persons, activities, and vehicles involved.
- Have workers report all vehicles parked on the site without a parking pass. The report should contain a description of the vehicle, i.e., make, model, license number, markings, etc.

Reports to the Police

- Call **911** regarding crimes in progress and other emergencies. Call the SDPD at **(619) 531-2000** or **(858) 484-3154** for non-emergencies. Report all suspicious persons and activities on the site. Provide good descriptions of the persons and their vehicles.
- Report suspicious offers of equipment or materials for sale.
- Report incidents of vandalism. Photograph graffiti before removing it. Pick up (without leaving fingerprints) and save discarded paint cans, etc. Call the SDPD Criminal Intelligence Unit at **(619) 525-8422** if any writing threatens or takes credit for acts of domestic terrorism, e.g., arson by the Earth Liberation Front (ELF), Animal Liberation Front (ALF), or anarchists (A).

Working with the SDPD

- If there have been repeated thefts, burglaries, vandalism, etc. at the site the property owner can authorize the SDPD to act as his or her agent and enter the site to ask unauthorized persons to leave, and if they refuse to do so or return thereafter, to enforce any law violations on the property. To do this the property owner should first talk to the CRO in the SDPD Division in the area to determine whether a Letter of Agency should be filed. SDPD Division addresses and phone numbers are listed below. The form for this Letter must be filled out on the SDPD website in the following steps and filed by clicking on Email Form on the bottom left. The first step can be skipped if the SDPD Division that covers the site is known.
 1. Go to **www.sandiego.gov/police/pdf/2013policecitywidemap.pdf** to find out what SDPD Division covers the neighborhood in which your property is located.
 2. Go to the Forms page on the SDPD website at **www.sandiego.gov/police/forms/forms** and click on Trespass Authorization/Letter of Agency Form.
 3. Click RESET FORM to get the start and expiration dates. The Letter must be renewed every 12 months.
 4. Use the drop down menu to enter the Police Division.
 5. Fill in the blue blanks on the form.

SDPD DIVISIONS

Central	2501 Imperial Ave. SD 92102	(619) 744-9500
Eastern	9225 Aero Dr. SD 92123	(858) 495-7900
Mid-City	4310 Landis St. SD 92105	(619) 516-3000
Northeastern	13396 Salmon River Rd. SD 92129	(858) 538-8000
Northern	4275 Eastgate Mall SD 92037	(858) 552-1700
Northwestern	12592 El Camino Real SD 92130	(858) 523-7000
Southeastern	7222 Skyline Dr. SD 92114	(619) 527-3500
Southern	1120 27th St. SD 92154	(619) 424-0400
Western	5215 Gaines St. SD 92110	(619) 692-4800

- In addition to filing a Letter of Agency as described above, a property owner facing continuing crime problems on the site can submit a Citizen Request Form by going to the Forms page on the SDPD website at **www.sandiego.gov/police/forms/forms**, clicking on Citizen Request Form, filling out the Form online with as much information as possible about the problem, and then clicking on the Submit Request button at the bottom of the Form. You can use this Form to request additional patrol and/or to report criminal activity at a specific address. It will be sent to the responsible Division for review and response as appropriate.
- Provide the SDPD with a map of the site that shows the existing streets, entrances to the site, and unfinished streets on the site. Include addresses where they exist.
- Notify the SDPD of planned deliveries of appliances, fixtures, and other things that might attract thieves.

Signs

- Post NO LOITERING signs that cite Cal. Penal Code Sec. 647(h). In this subdivision "loiter" means to delay or linger without a lawful purpose for being on the property and for the purpose of committing a crime as opportunity may be discovered.
- Post NO TRESPASSING signs that cite Cal. Penal Code Sec. 602. However, if a Letter of Agency has been filed with the SDPD as discussed above, the property should be posted with NO TRESPASSING signs stating that. The sign would have the address of the property, the name and phone number of the property owner or manager, and the non-emergency SDPD phone number to report suspicious activities. That number is **(619) 531-2000** or **(858) 484-3154**. The signs should be at least 18 by 24 inches in size, have a font visible from the nearest public street, not be accessible to vandals, and be posted on the entrances and spaced evenly on the boundaries of the property. A sample sign is available by clicking on View a Sample Sign on the Forms page of the SDPD website at www.sandiego.gov/police/forms/forms.
- Post NO PUBLIC PARKING signs. Signs stating that unauthorized vehicles will be removed at the owner's expense must contain the SDPD number for towing impounds, which is **(619) 531-2844**. They must also contain the name and telephone number of each towing company that is a party to a written towing authorization agreement with the property owner or possessor. These signs must be displayed in plain view at all entrances to the property. They must be at least 17 by 22 inches in size and have lettering that is at least one inch high. These sign requirements are specified in California Vehicle Code Sec. 22658(a)(1), which should be cited on the sign.
- Signs regarding cameras should be posted to help deter crimes. If the cameras are not monitored all the time, the signs should use phrases like CAMERAS ARE ON THE PREMISES, SURVEILLANCE IS IN PROGRESS, or ALL ACTIVITIES ARE RECORDED TO AID IN THE PROSECUTION OF CRIMES COMMITTED ON THE PREMISES. Don't use words like "security," "protection," or "monitoring" because they can give people a false sense of security by expecting timely help if they are threatened or attacked, or that they and their property are somehow being protected by the cameras.

Site Surveillance

- Install cameras to cover all street entrances to the site, buildings or homes under construction, and storage areas for vehicles, equipment, and material. Buildings or homes under construction and storage areas should be well lighted at night. Cameras at the street entrances should record all vehicles and people entering and the leaving the site at night and other times when no work is going on. Cameras at buildings or homes under construction and storage areas should record all people and vehicles approaching them.
- Post signs regarding cameras at the entrances to the site where they can easily be seen by persons entering the site.
- Because cameras are susceptible to damage by criminals attempting to hide their actions, measures should be taken to make them less vulnerable. Here are some possibilities.
 - Use damage-resistant cameras.
 - Use armored conduits for electrical cables.
 - Install cameras where they are within the field of view of at least one other camera.
 - Include measures to detect lens blockage and other tampering.
- Have one or more security guards at the site at night and other times when no work is going on. They should patrol around or through the site at random. Or have a security patrol drive around or through the site at random times.
- Ask the residents and businesses in the area to contact the SDPD if they notice any activity on the site at night and other times when no work is going on.

Site Access Control

- Enclose the site with a fence.
- Install gates at all street entrances. Limit vehicle access to the site, preferably through one gate. Close and lock all gates at the end of the workday. Use a high tensile-strength chain and a matching security lock on the gates.
- Keep a guard dog on the site.

- Have someone check all equipment and materials delivered to and leaving the site.

Storage Areas

- Establish one or more secure storage areas in the site for vehicles, sheds, containers, trailers, valuable material, uninstalled building fixtures and appliances, and flammable or otherwise dangerous material.
- Install bright lights, cameras, and alarms with motion detectors in the storage areas. Cameras should be able to see people and vehicles approaching and leaving the area.

Buildings or Homes under Construction

- Delay installation of fixtures and appliances until shortly before people move in.
- Keep finished unoccupied buildings and homes locked, alarmed, and covered by cameras.

Dealing with Graffiti

- Use anti-graffiti coatings and paint on surfaces at risk. The San Diego Park and Recreation Dept. specifies the use of anti-graffiti materials manufactured by Monopole Inc. Four coats are applied. The first is Aquaseal ME12 (Item 5200). The second is Permashield Base (Item 6100). The third and fourth are Permashield Premium (Item 5600 for matte finish or Item 5650 for gloss finish). Remove graffiti after photographing it and reporting it to the SDPD, as suggested above.

SUBCONTRACTORS

Vehicle, Material, and Equipment Theft Protection

- Park vehicles in front of shed, container, and trailer doors at the end of each workday.
- Install anti-theft devices on vehicles, e.g., fuel cutoffs, hydraulic bypasses, track locks, alarms, etc. Lock oil and gas tank caps where possible.
- Store equipment, tools, valuable material, etc. in storage sheds, containers, and trailers. Lock all of these at the end of each workday. Install deadbolt locks on storage shed doors.
- Rent containers and trailers with doors that have built-in or external shields to protect padlocks from bolt cutters and drills. Padlocks should be located in these shields and not external hasps where they are exposed to these tools. If the padlocks cannot be shielded, use hidden-shackle padlocks with high-security hasps.
- Install burglar alarms in containers and trailers, and put alarm company stickers on the doors. Also put on stickers with phrases like CAMERAS ARE ON THE PREMISES, SURVEILLANCE IS IN PROGRESS, or ALL ACTIVITIES ARE RECORDED TO AID IN THE PROSECUTION OF CRIMES COMMITTED ON THE PREMISES.
- Remove equipment and materials from the site when they are no longer needed. Do not store them on the site.
- Have workers check out and return all equipment and tools they use during the day.
- Do not leave things in remote areas on the site or near the perimeter fence.
- Consider becoming a member of the construction industry's Crime Prevention Program of Southern California (CPP). It's a non-profit organization dedicated to reducing crime in the construction industry. You can learn about the program and its activities from its website at www.cpppsocal.org.

Key Controls

- Establish a key control system and designate someone to be in charge of it.
- Keep keys locked up when not in use. Avoid use of common equipment keys.
- Do not leave keys in unattended equipment or locks. Do not leave padlocks locks in the open position.

Aids for Recovering Stolen Property

- Report thefts to the SDPD. Include a good description of stolen items, including ID numbers.
- Keep a complete, up-to-date inventory of all equipment, tools, and materials on the site and in each storage container and trailer. Include the manufacturer's name, model number, date of purchase, and a photograph.
- Mark equipment and tools in a conspicuous, distinctive matter. Engrave ID numbers in two places, one obvious and one hidden.
- Obtain an Owner Applied Number (OAN) for large vehicles, heavy equipment, and valuable tools. This number is usually stamped or engraved on your property and stored in a database in the National Crime Information Center (NCIC). Property with your OAN on it can be returned to you if it is recovered after being stolen. For an application, go to the website of the Tulare County District Attorney at **www.da.tulareco.org** and under DA's OFFICE click on Publications, then under Brochures click on the word English after Owner Applied Numbering. The brochure entitled *What is an OAN?* contains an OAN APPLICATION and several theft prevention tips.
- Paint your property a distinctive color with your name and logo prominently displayed.